

Classification

CONTROL NO.

OL/SD

FTB - 5 STAT

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120021-1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

OBJECTIVES AND ACCOMPLISHMENTS

2. TYPE
OF
REPORTSTATISTICAL
XXX
JOURNAL
MACHINE NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
XXX LOGISTICS
MEDICALTRAINING
SECURITY
FINANCEADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not
number of copies)

2

BIANNUAL

1

7. FORMAT (memorandum, form
computer print-out, etc)
MEMO

8. ADP PROCESSING

YES IF YES GIVE ADP PROCESSING NO.
XXX NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

STAT

10. PREPARING COMPONENT (include lowest level
contributing information to report)11. FEEDER REPORTS (State total number and quantity by title,
Form No., or nomenclature. Attach separate sheet if necessary.)

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12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	\$8.06		1/2 Hr.		\$4.03		2		\$8.06
GS-05	3.15		1/2 Hr.		1.58		2		3.16

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$11.22

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The purpose of this report is to present a consolidated review of major items of interest accomplished within a 6 month period and to provide major items of future involvement by the branch.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS
CHANGE
DISCONTINUE

OTHER (explain)

PLACE A HIGHER DEGREE OF EMPHASIS ON PROVIDING OBJECTIVES

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

15. DATE OF REVIEW APPROVED FOR RELEASE 2006/09/25 : CIA-RDP75-00399R000100120021-1

9/22/70

CHIEF, FREIGHT TRAFFIC BRANCH

16. EXTENSION